## Full Phase I Submission.

Registered entrants with Concept Paper Assessment Letters (CPALs) may submit full applications on or after December 31, 2012 and before 5 PM ET, December 31, 2014. In order to be considered a complete submission, the following must be included:

- Concept Paper Assessment Letter. A copy of the received CPAL must be provided. A
  registered team without a CPAL may not submit to compete in the SunShot Prize and
  will be disqualified.
- 2. Data Release Form. In evaluating submissions, DOE may share information/data with a limited number of organizations to examine installation quality, audit an entrant's financial and business records, conduct site visits to deployed installations, evaluate business sustainability, or perform any other examination required to determine eligibility for the Prize. Entrants must sign and submit the Data Release Form (Attachment 1).

All non-Federal parties (including, but not limited to ERC members, subject-matter experts, and independent examiners) requiring installation information for the purposes of this competition must sign conflict of interest and non-disclosure agreements prior to receiving entry information. Entrants must clearly mark all data in their entry package considered to be patentable, a trade secret, or proprietary.

- 3. **Certification of Eligibility.** The entrant must provide a certification that the eligibility requirements, detailed in Section III, are fully met. Entrants must do so by completing the Certification of Eligibility (Attachment 2). The attachment includes a statement that submitted systems constitute the population, not a sample, of all eligible installations deployed by the entire team (team members, partners, and affiliates) during the performance period in the performance region.
- 4. Teaming Agreement. A legally binding teaming agreement dated effective at the time of submission must be signed by legal representatives of all team member organizations. This agreement should govern roles, responsibilities, prize allotments, disputes, conflict resolution, confidentiality, duration, and termination. This agreement may be identical to the agreement submitted during registration or it may be a modified agreement as long as it contains the required terms explained earlier. Changes to the teaming agreement are subject to the rules outlined above.
- 5. **Team Submission Portfolio**. Entrants must submit documents that, at a minimum, clearly provide the following records in order to be considered eligible for the prize.

Table 2 – PHASE I TEAM SUBMISSION PORTFOLIO				
Team Submission Portfolio Item	Format	Required Information/Document		
Team Profile	20-30 pages	Prize narrative that includes:		

		<ul> <li>Overall concept</li> <li>Approach and methods</li> <li>Differentiating drivers and strategy, marketing, operations, value-chain management, and financial structures</li> <li>Market impact</li> <li>Team composition including partners/affiliates</li> <li>Subsidy Sharing Program details</li> <li>Total number and rated capacity of systems</li> <li>Systems per State and county or county equivalent</li> <li>System sector distribution (residential, commercial, public sector)</li> <li>Owner distribution (host owned, third-party owned)</li> </ul>
System Population Profile	Single Microsoft Excel spreadsheet formatted as per sample posted on SunShot Prize website	Data for each system in population, including:  Total installed price (\$)  Rated capacity (kW)  Hardware components (panels, inverters, etc.)  Hardware component costs breakdown  Non-hardware costs breakdown  Generation per month since installation completion (kWh)  Street address of installation location  System owner/host customer  Customer acquisition channels  Install date  Interconnection date  Solar contractor/installer  Building inspection date and report  Utility inspection date and report  Total number of billable man-hours needed to complete project associated labor costs  All subsidy and rebates filings (Federal, State, local, other) (if any)
Labor & Operations	7-10 pages	<ul> <li>Narrative of operations</li> <li>Installation staff qualifications</li> <li>Installation team composition(s)</li> <li>Installation team labor costs</li> </ul>
Permits & Certifications	No page limit	<ul> <li>Solar installer license(s)</li> <li>Industry certification/awards (if any)</li> <li>General liability insurance</li> <li>Construction liability insurance</li> <li>Auto insurance (if any)</li> <li>Marine cargo insurance (if any)</li> <li>Workers compensation insurance</li> </ul>

**Step 4: Full Phase II Submission.** Phase II installations must be completed within a 12 month period commencing at the time of Phase I submission. To verify completion of Phase II, the applicant must submit the following materials no later than 12 months after the application's Phase I submission. The applicant must also agree to supply the DOE-selected auditors and examiners with any and all information requested to ensure that the goals have been met.

Table 3 – PHASE II TEAM SUBMISSION PROFILE				
System Population Profile	Single Microsoft Excel spreadsheet formatted as per sample posted on SunShot Prize website	<ul> <li>Data for each system in population, including:</li> <li>Total installed price (\$)</li> <li>Rated capacity (kW)</li> <li>Hardware components (panels, inverters, etc.)</li> <li>Hardware component costs breakdown</li> <li>Non-hardware costs breakdown</li> <li>Generation per month since installation completion (kWh)</li> <li>Street address of installation location</li> <li>System owner/host customer</li> <li>Customer acquisition channels</li> <li>Install date</li> <li>Interconnection date</li> <li>Solar contractor/installer</li> <li>Building inspection date and report</li> <li>Utility inspection date and report</li> <li>Total number of billable man-hours needed to complete project associated labor costs</li> <li>All subsidy and rebates filings (Federal, State, local, other) (if any)</li> </ul>		